

# A G E N D A

## REGULAR MEETING OF THE MIDLAND CITY PLANNING COMMISSION, TO TAKE PLACE ON TUESDAY, NOVEMBER 10, 2015, 7:00 P.M., COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN

1. Call to Order

2. Pledge of Allegiance to the Flag

3. Roll Call

4. [Approval of the Minutes](#)

Regular Meeting – October 27, 2015

5. Public Hearings

None

Public Hearing Process

1. Staff presentation and overview of petition
2. Petitioner presentation
3. Public comments in support of the petition
4. Public comments in opposition to the petition
5. Opportunity for petitioner rebuttal and final comments
6. Closing of public hearing
7. Deliberation and possible decision by Planning Commission

6. Old Business

None

7. Public Comments (unrelated to items on the agenda)

8. New Business

- a. [Preliminary Review of the November 10, 2015](#) Draft City of Midland Public Participation Plan  
(Redevelopment Ready Communities Required)

9. Communications

10. Report of the Chairperson

11. Report of the Planning Director

12. Items for Next Agenda – November 24, 2015

Cancelled

13. Adjournment

**MINUTES OF THE MEETING OF THE MIDLAND CITY PLANNING  
COMMISSION  
WHICH TOOK PLACE ON  
TUESDAY, OCTOBER 27, 2015, 7:00 P.M.,  
COUNCIL CHAMBERS, CITY HALL, MIDLAND, MICHIGAN**

1. The meeting was called to order at 7:00 p.m. by Chairman McLaughlin
2. The Pledge of Allegiance was recited in unison by the members of the Commission and the other individuals present.

3. **Roll Call**

**PRESENT:** Bain, Hanna, Heying, Mayville, McLaughlin, Pnacek, Senesac, and Stewart

**ABSENT:** Tanzini

**OTHERS PRESENT:** Brad Kaye, Assistant City Manager for Development Services; Grant Murschel, Community Development Planner; and seven (7) others.

4. **Approval of Minutes**

Moved by Hanna and seconded by Mayville to approve the minutes of the regular meeting of October 13, 2015 as written. Motion passed unanimously.

5. **Public Hearing**

- a. **Conditional Use Permit No. 55** – initiated by Kyle Arnold to permit two two-family residential dwellings in an Office Service zoning district located at 411 West Indian Street.

Murschel gave the staff presentation and indicated the subject area is northwest of the intersection of U.S. BR 10 (W. Indian St.) and M-20 (Jerome St.). He explained that the proposed duplexes will be built on two separate properties as the current parcel will be divided upon approval of this proposal. The site is proposed to have trees outlining the southwest and east portions. MDOT has given preliminary approval of the curb cut. Staff will work with the applicant to ensure that MDOT's approvals are transmitted before granting construction permits. He reviewed the criteria that must be used when considering conditional use permit applications. Staff believes that the information submitted for the site plan is sufficient now that MDOT's opinion has been received. He also indicated that one letter of opposition and one letter of support was received by staff ahead of the meeting. The letters have been provided to Planning Commission members.

Senesac wondered if the applicant will now need to go for a formal permit from MDOT. Murschel explained that that is correct; the applicant will need to formally apply and the permit will need to be submitted to the City Planning Department once received.

Mayville wondered if MDOT considers safety standards when approving driveways. Murschel indicated that this is part of their consideration. The proposed use will generate very little traffic onto W. Indian Street as it will result in only four dwelling units.

Matt Rapanos presented as the applicant. He pointed out that an additional rear lot drain was added to the plan for stormwater and drainage purposes. He also confirmed that his team has been working with MDOT to ensure that the new driveway will be permitted.

There were no comments in support or against the petition.

It was moved by Senesac and supported by Heying to waive the procedural requirement of tabling the item for two weeks before formulating a recommendation. The motion passed unanimously. Heying commented that the subject area appears to be inadequately sized for a service business

and that the proposal is appropriate for the area.

It was moved by Heying and supported by Pnacek to recommend approval of Conditional Use Permit No. 55 – initiated by Kyle Arnold to permit two (2) two-family residential dwellings in an Office Service zoning district located at 411 W. Indian Street with the following contingencies:

1. One (1) two family dwelling shall be permitted on each resulting property after division.
2. City utility connections of water and sanitary sewer (wastewater) must be installed according to the standards of the City Utility and Engineering Departments.
3. Driveway and utility right-of-way work permits shall be obtained from the Michigan Department of Transportation (MDOT) and submitted to the City Planning Department.
4. Approval is granted to the proposed two-family dwellings only. Any additional or different uses of the properties shall be reviewed and approved in accordance with the standards of the City of Midland Zoning Ordinance, including the requirements for site plan approval under Article 27.

YEAS: Bain, Hanna, Heying, Mayville, McLaughlin, Pnacek, Senesac, and Stewart

NAYS: None

ABSENT: Tanzini

- b. **Zoning Petition No. 602** – initiated by Jason Bakus to zone property at 5805 and 5911 Stark Road and 6902 and 6906 North Saginaw Road from Office Service and Residential A-1 single-family zoning to Regional Commercial zoning.

Murschel gave the staff presentation of the zoning petition. He explained that location of the subject area and its relation to an adjacent RC District. The proposal is consistent with the Master Plan designation for the subject area. The subject portion of the city is intended to be a commercial node around the intersection of Stark Road and N. Saginaw Road. Murschel listed a sample of the permitted uses in an RC District. He reviewed the criteria used to consider zoning petitions point by point. Staff is supportive of the petition given that it meets all review criteria. He indicated that no public comments have been received in support or opposition ahead of the meeting.

Jason Bakus presented as the petitioner. He explained that the small area of OS Office Service zoning proposed to remain encompasses an existing house that will remain. If this petition is approved, there will be a handful of boundary adjustments and land divisions that will take place as indicated on the site survey.

Hanna questioned if this change would negatively affect surrounding land used or planned for residential purposes. She also asked if Bakus had contacted any surrounding neighbors. Bakus indicated he has not. Staff explained that all neighbors within 300 feet of the subject area were notified by public notice letters.

There were no public comments in support or opposition of the petition.

It was moved by Pnacek and supported by Mayville to waive the procedural requirement of tabling the item for two weeks before formulating a recommendation. The motion passed on a voice vote of 7-1, with Hanna casting the lone dissent vote.

It was moved by Senesac and supported by Pnacek to recommend approval of Zoning Petition No. 602 – initiated by Jason Bakus to zone property at 5805 and 5911 Stark Road and 6902 and 6906 North Saginaw Road from OS Office Service and RA-1 Single-Family Residential zoning to RC Regional Commercial.

YEAS: Bain, Heying, Mayville, McLaughlin, Pnacek, Senesac, and Stewart

NAYS: Hanna

ABSENT: Tanzini

6. **Old Business**

None

7. **Public Comments (unrelated to items on the agenda)**

None

8. **New Business**

a. **Review of DNO Standards Applicable to Stand-Alone Parking Lots**

Kaye explained that this topic relates to required screening walls around parking lots in the Downtown Northside Overlay Zoning District. Staff is recommending that a short discussion take place regarding whether or not stand-alone parking lots should be permitted in the DNO District; and depending upon this answer what standards should be drafted regarding this use.

Senesac commented that a considerable time was spent reviewing the DNO standards, but the focus of discussion was on new building development. He indicated that he supports stand-alone parking lots and that appropriate standards should be drafted. Mayville agreed.

Hanna wondered about how many stand-alone parking lots in the DNO District are city-owned and privately-owned currently. She also questioned how future development of the lots would be impacted. Kaye explained that it would not be a good use of resources to require stand-alone lots intended to support a new development to be screening with masonry walls. Hanna agreed with Kaye. Kaye further explained that stand-alone lots should not be allowed to pave from property line to property line and that reasonable landscaping and simple fencing standards should be drafted.

Senesac wondered if the lots associated with the East End development are compliant with current standards. Kaye explained that his argument as outlined in the staff memorandum states that they are compliant with the current standards. Hanna explained that high amounts of green vegetation should be part of the standards in order to dress up the area of the town. She also explained that stormwater standards should be required.

The Commission agreed to direct staff to develop design standards for stand-alone parking lots in the DNO District.

b. **Zoning Ordinance Updates**

Kaye outlined the proposed changes that were included in the staff packet.

Mayville wondered if it is prohibited to sell exotic animals in the city. Kaye explained that it is prohibited to keep exotic animals in residential districts and the city encourages retailers to not sell them in the city. Senesac wondered if the zoning ordinance is in conflict with the code of ordinances regarding mini-pigs. Kaye explained that the items regarding swine are written in tandem. Both of these questions will be further reviewed.

Hanna wondered about the removal of *fortune telling establishments* and if its removal would prohibit this use. Kaye explained that it still would be permitted in certain areas under a boarder category depending on the set-up of the business.

Senesac and McLaughlin wondered if it has occurred that the Commission was proposed to approve a deferral of parking for a development. Kaye could not identify one instance. The Commission did not object to moving forward with the proposal.

Hanna commented that the 500 feet provision for shared parking in the Circle District seems too far of a distance. Senesac agreed with Hanna. Kaye explained that the history of this provision would be reviewed and more information would be brought back.

McLaughlin wondered if the fences in the required front yard would need to be 50% non-obscuring. Kaye explained that the fence could be fully obscuring in the required front yard but could not be more than 4 feet in height. Based on the questions asked, these standards require additional review.

Mayville wondered if additional pictures and schematics could be added to illustrate the standards. Kaye explained that more could be added but ones should only be added if they do not create more ambiguity.

Senesac questioned whether the Planning Commission should be removed from the process of interpreting zoning district boundaries. The Commission agreed that they should still be involved in the interpretation of uncertain zoning district boundaries with appeal rights to the Zoning Board of Appeals to be provided.

Kaye will review whether or not it is necessary to leave coffee shops as its own permitted use within the Business districts. Hanna cautioned that drive-thru stand-alone coffee shop standards should be included in the review.

Senesac explained that the original intent was to allow for Planning Commission and City Council to review the site plan of buildings in excess of 7,500 square feet. Heying commented that he does not think it would be necessarily feasible to require a full site plan review for small projects that have very little impact. Staff will work to propose a middle ground provision.

The Commission indicated that staff should continue moving forward with these items for further study where need be and for formal amendment proposal when ready.

**9. Communications**

None

**10. Report of the Chairperson**

None

**11. Report of the Planning Director**

Kaye updated on the Commission on the ongoing project at the city-acquired 4D site. Ongoing asbestos abatement is taking place with demolition to begin next week. The site should be flat by the end of November. Ongoing remediation conversations will take place throughout the winter. City staff has engaged interested stakeholders to determine how the remediation process will take place.

Heying wondered about the status of the capital improvement plan. Kaye indicated that staff is still working on the proposal and various departments are working to provide the project information of additional years on the back end of the plan. Kaye anticipates that the plan will be in front of the Commission yet this year.

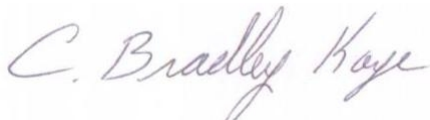
**12. Items for Next Agenda – November 10, 2015**

None

**13. Adjourn**

Motion by Heying and seconded by Hanna to adjourn at 9:15 p.m. Motion passed unanimously.

Respectfully submitted,



C. Bradley Kaye, AICP, CFM  
Assistant City Manager for Development Services

MINUTES ARE NOT FINAL UNTIL APPROVED BY THE PLANNING COMMISSION

# Memo



To: City of Midland Planning Commission

From: C. Bradley Kaye, AICP, CFM  
Assistant City Manager for Development Services

Date: November 5, 2015

Re: Redevelopment Ready Communities – Best Practice 1-3

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The City of Midland was previously accepted into the Redevelopment Ready Communities (RRC) program and a Memorandum of Understanding (MOU) to proceed with the program was first authorized by City Council in September of 2014. In May of 2015, Michigan Economic Development Corporation (MEDC) completed their community assessment report, which was subsequently presented to Midland City Council in June of 2015. In July, City Council confirmed their intent to continue participating in the program and move towards Redevelopment Ready Community (RRC) certification.

Over this past summer, with the assistance of Planning Department Intern Andrew Flory, the Planning and Community Development Department has been working on several required components under the RRC program. The first, a Planning Commission Guidebook, was presented in August and, based on feedback received, is being further reviewed and updated. It will be presented a second time for Planning Commission review and comment in the coming weeks.

The second document, being a City of Midland Public Participation Plan, is now being presented for initial review and comment. This document is intended to fulfill the requirements of Best Practice 1.2 requires that the City prepare and adopt a Public Participation Plan. This plan is not intended to change current policy, but rather documents the methods and means by which public involvement is now encouraged and permitted by the City of Midland.

Attached for your review is a text only draft of the proposed plan. This plan identifies a variety of public input related topics, ranging from what bodies will hear public comment, how and when public comment can be offered, and how information is disseminated from the city to the public. Importantly, it also establishes goals upon which our current and future public input processes should be based. Found in Section 2 of the plan, these goals should be given particular attention at this time.

Procedurally, your review and comment are requested at this time. Should commissioners agree that changes or additions are necessary, staff will prepare such information for future consideration. Document reformatting and the addition of photos will also take place at that time. The revised plan, in adoptable form, will then be presented for a final recommendation of the planning Commission to City Council. City Council will, ultimately, be asked to adopt the Public Participation Plan.



# CITY OF MIDLAND PUBLIC PARTICIPATION PLAN



City of Midland  
333 W. Ellsworth Street, Midland, Michigan

# City of Midland Public Participation Plan for Development Projects



## 1. Purpose

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The City of Midland Public Participation Plan is a guide to gathering public input during the planning and the development review and approval processes. The City of Midland is required by State laws, as well as City Ordinances and bylaws, to gather public input throughout the development process to ensure public involvement in all phases of the development process. This document shall serve as a guide for seeking and gathering public input, and to create a uniform understanding of all requirements and goals of the city in utilizing public opinion.

All meetings of the city's boards and commissions will be made open to the public and as accessible as possible. When the gathering of broader public input is required, this guide will outline those procedures.

## 2. Public Participation Goals

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The City of Midland's commitment to public participation is reflected in this plan. The City recognizes the importance of public input in all aspects of the development process. Additionally, the City recognizes that effectively utilizing public opinion requires efficient means of gathering and reviewing these opinions. Therefore, the City is dedicated not only to the gathering of public input, but also the regular review of the means used within this plan. The City will regularly seek new and more effective means of utilizing public input to ensure the system at hand is most beneficial to the public. With that in mind, the strategies and goals outlined herein do not preclude any new efforts which may be used in the future.

- ☐ *The City of Midland shall conduct all matters of public business in an open and accessible manner.*
- ☐ *The City of Midland shall seek public input in each phase of the planning and the development review and approval processes.*
- ☐ *The City of Midland shall encourage the involvement of residents most affected by any planning activity or application and shall make reasonable efforts to ensure continued participation throughout all stages of the review and approval processes.*
- ☐ *The City of Midland will seek input from a diverse group of stakeholders within the City.*

- ❑ *The City of Midland will strive to provide open, timely and transparent information to the public in relation to all planning and development processes.*
- ❑ *The City of Midland will provide and make known the results of public input whenever feasible.*

### 3. Key Stakeholders

As previously mentioned, the City of Midland is committed to welcoming the input of all pertinent stakeholders within the City. A different group of stakeholders may be addressed for any given project, depending on the location, size, scope, financial implications, community interest or any other pertinent factors of the proposed development. This list does not preclude any other current or future stakeholders.

- |                               |                               |
|-------------------------------|-------------------------------|
| ❖ Residents                   | ❖ Civic and Social Groups     |
| ❖ City Council                | ❖ Students and Student Groups |
| ❖ City Boards and Commissions | ❖ Environmental Groups        |
| ❖ Local Business Owners       | ❖ Dial-A-Ride                 |
| ❖ Neighborhood Associations   | ❖ State Agencies              |
| ❖ Midland School Districts    | ❖ Potential Investors         |
| ❖ Northwood University        | ❖ Midland Tomorrow            |
| ❖ Senior Citizens             | ❖ Transportation Agencies     |
| ❖ Midland County              | ❖ Airport Authorities         |
| ❖ Real Estate Professionals   | ❖ Taxing Jurisdictions        |
| ❖ Commercial Developers       | ❖ Neighboring Communities     |
| ❖ Major Local Employers       | ❖ Public Employees            |
| ❖ Chamber of Commerce         | ❖ Other Relevant Stakeholders |

#### 4. State and Local Regulations

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The City of Midland is subject to a number of state and local regulations pertaining to public participation. All City of Midland boards and commissions follow the guidelines contained within the following acts:

- ❑ **The Michigan Open Meetings Act (PA 267 of 1976)**
- ❑ **The Michigan Planning Enabling Act (PA 33 of 2008)**
- ❑ **The Michigan Zoning Enabling Act (PA 110 of 2006)**
- ❑ **City Charter**
- ❑ **City Code of Ordinances**
- ❑ **Zoning Codes**
- ❑ **Brownfield Redevelopment Financing Act (PA 381 of 1996)**
- ❑ **Downtown Development Authority Act (PA 197 of 1975)**
- ❑ **Corridor Improvement Authority Act (PA 280 of 2005)**
- ❑ **Other relevant local and State legislation.**

#### 5. Review Bodies

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The City of Midland provides numerous opportunities for residents, as well as the public at large, to present their opinion during the planning and development review and approval process. The City also welcomes and encourages feedback on development proposals, zoning and planning applications, development assistant programs, and any other pertinent topics. Below is a list of review bodies before which the public has opportunity to provide their input directly to City officials.

##### City Council

Midland City Council is the legislative body for the City and is responsible for the creation of policies and ordinances related to the development process. City Council is also responsible for final decisions on several development application related processes.

All meetings of the City Council are open to the public, and public hearings are frequently held at such meetings. Through both formal public meetings and more informal opportunities for public comment on agenda-related matters, the community at large is provided the opportunity to voice their opinion directly to City Council members.

Also provided for at every City Council meeting is the opportunity for public comment on matters not listed on the Council agenda. During this public comment period, interested persons are able to speak directly to City Council, raising any questions of items of concern. As appropriate, City staff take such comments under advisement for later report and reply.

### Planning Commission

The Planning Commission is responsible for preparation and adoption of the City of Midland Master Plan that guides the physical development of the city. The Planning Commission is also the primary advisory commission to City Council on development related applications including zoning petitions, conditional use permits, site plans, subdivisions and condominiums, capital improvement plans, and other related land use proposals,

All meetings of the Planning Commission are open public meetings and public comment is provided for on each agenda. The meeting agenda and meeting packet are made available on the City's website in advance of every meeting.

It has been an ongoing practice of the City that the Planning Commission hold public hearings for all land use and development applications that come before them, even though public hearings are not required by State law for all such applications. Notice of such hearings is provided in accordance with the public hearing notification requirements of the Zoning Enabling Act, PA 110 of 2006. Such notice is provided at least 15 days in advance of the public hearing to the applicant, the property owner, all property owners within 300 feet of an affected property, and by publication in the Midland Daily News. The applicant and the City Council receive written notification of the Planning Commission's recommendation.

### Other Boards and Commissions

All meetings of the City's various boards and commissions are open and accessible to the public. Public comments are taken during these meetings, allowing stakeholders in the City of Midland to voice their opinions and recommendations.

Beyond the City Council and City Planning Commission, public hearings may be held at various boards and commissions in regards to specific planning and development proposals. At these times residents may express their opinions and comments on developments slated for the City, as well as ask questions concerning the development request. Boards and commissions most likely to consider such requests are:

- Center City Authority
- Downtown Development Authority
- Parks & Recreation Commission
- West Main Street Historic District Commission
- Zoning Board of Appeals

## 6. Development Project Review

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The City shall follow, at a minimum, the provisions of the local and State regulations, including those listed in this Plan, to review development projects related to planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and conditional use permits, rezoning and variance request applications, brownfield or downtown redevelopment assistance, personal property tax exemptions, and industrial facilities exemptions. In such circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of the project, the community's interest, and the community's financial involvement, additional methods of engagement may be used to gather community feedback.

## 7. Other Opportunities for Engagement

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There may be times that the City of Midland sees fit to gather public input outside of the instances mentioned above. While the previous methods of public participation can be viewed as “reactive” public participation, these methods can be viewed as “proactive.” Instead of gathering public input as it comes in, these events are times the City will actively seek public input.

### Adoption of or Changes to the Master Plan

Periodically, the City of Midland will find it fitting to review and update the Master Plan. At these times, the City may take any of the outreach activities mentioned in this guide, or any other method not mentioned, which is deemed fit for the occasion. Depending on the scope of the change to the Master Plan, relatively small or relatively large outreach may be pursued, as decided by City officials.

Unless City Council asserts its authority to adopt the Master Plan or any amendment thereto, the master plan is ultimately adopted by the Planning Commission. In preparing a new master plan or master plan update, the City shall, at a minimum, follow the public notification provisions of the Michigan Planning Enabling Act, PA 33 of 2008.

### Adoption of or Changes to the Zoning Ordinance

As local and state conditions and practices evolve, changes to the City of Midland Zoning Ordinance will become necessary. Making these changes requires legislative action from City Council. At these times, the public is welcome to voice their opinions on prospective changes to City representatives. The scope of the public outreach may be varied, depending on the scope of the ordinance changes, when broader community concerns are involved or broader public impact can reasonably be expected. The City may decide to implement one or more of the methods outlined in this plan, as well as any other methods deemed fit, including options not specifically mentioned in this plan.

In preparing a new zoning ordinance or any amendment to the zoning ordinance, the City shall, at a minimum, follow the public notification provisions of the Michigan Zoning Enabling Act, PA 110 of 2006.

#### Development Application Review of Projects with Broad Community Interest

The City of Midland recognizes that at times development applications will involve matters of broad community interest or result in a need for heightened public involvement. At these times, the City may decide to engage the public through more intensive means than those used during the typical review process. The City may decide to implement one or more of the methods outlined in this plan, as well as any other methods deemed fit, including options not specifically mentioned in this plan.

### 8. Public Comments

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The City of Midland provides opportunity for public comment on every City Council, board and commission agenda under a Public Comment section of each such agenda. The participation of every interested party who provides comment or questions to any of these public bodies is recorded in the meeting minutes.

### 9. Methods of Advertising Community Participation

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The City of Midland recognizes that to properly utilize public input, it is necessary at times to communicate the results of these efforts back to the public. These efforts increase transparency and allow the City to gain a more clear understanding of public opinion.

#### Methods of Communication

The City of Midland will continue to utilize multiple avenues of communications to present and make information easily available to the public. These methods of communication will include, but are not limited to, the following:

- Local Cable Access Television
- City Website Updates
- Newspaper Postings
- Flyer Postings in City Hall and the City Library
- Social Media
- Press Releases and other communications to local media outlets
- Mailings and Email
- Community Newsletters
- Other Methods Deemed Appropriate

## 10. Additional Outreach Activities

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The City of Midland recognizes that certain times may arise when the typical avenues of public participation will not be able to fully evaluate the scope and depth of public opinion. These times could include large scale development, controversial applications, changes to the City zoning ordinance or code of ordinance, or changes to the City's Master Plan. The City shall review and communicate the results of the following activities whenever feasible:

### One-on-One Interviews

The City may hold interview with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic.

### Focus Groups

The City may conduct focus groups for gathering the community's opinion on specific issues, developmental proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project, including Council members, affected neighborhood associations, community members, business leaders, students, board and commission members. The City will choose sites that are accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.

### Workshops

The City may engage the community through workshops. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold workshops for specific proposed projects with significant community interest.

### Steering Committees

For any project deemed necessary or appropriate, the City may organize steering committees consisting of residents, business owners, board and commission members, and other stakeholders. Members may be selected based on their expertise, interest and background as they relate to the focus of the individual steering committee. This structure will allow for focused discussion related to a specific topic (e.g., economic development). Meetings will be open to the public, and a synopsis of the meeting may be posted online. The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

## Surveys

The City may employ surveys, whenever beneficial and feasible, to identify key citizen concerns. These surveys provide valuable direction specifically as it relates to the City's Comprehensive Plan or planning documents. The City may design and implement, through a third party partner or City staff, surveys to gather the community's opinion with regard to specific topics (e.g., general City services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at City facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, published in the City's newsletter, and communicated to the City council, residents, survey participants, investors, developers, and other stakeholders.

## 11. Accessibility and Availability of Information

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The City of Midland recognizes that all information and public events must be as accessible to all members of the public as possible to gather a broad and representative body of public input. The City of Midland therefore strives to foster an environment of accessibility and, towards this goal, maintains several practices as follows:

### Meeting Locations and Accessibility

Most meetings of public bodies are held on the first floor of City Hall. City Hall is a centrally located facility for most residents that is barrier-free and accessible to the entire community. Meetings may also take place at other locations, including the Grace A Dow Memorial Library, which are barrier-free and accessible.

### Hearing Impaired Assistance

A hearing impaired system is installed in the City Council Chambers at City Hall where most boards and commissions meet. Headset units for this system are available at the staff table in the council chambers. Additionally, with 72 hours advance notification, the City Clerk's office will provide sign language interpreting services.

### Live Streaming Video

City meetings are streamed "live" for remote viewing on 4 Charter Communications cable access channels, AT&T U-verse and via the City website. Live streams can only be viewed at the time a meeting is held. Access to these streaming services can be found as follows:

#### Charter Communications

- Channel 188 - MGTV, the government access channel
- Channel 189 - MCTV, messages
- Channel 190 - MPS-TV, the Midland Public Schools channel
- Channel 191 – MCTV, Community Voices, the public access channel

#### AT&T U-Verse

- Channel 99: Local Government Education and Public Access application. Select Midland Community Television in the menu. A listing of Midland's 4 community access channels is provided.

#### City Website

- [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov) located under the On-demand Video link

In addition, the MGTV-188 message board is streamed live 24/7 except when meetings or special programming is being aired.

All meetings of City Council, as well as all meetings of nine boards and commissions, are live streamed. Televised boards and commissions include the following:

- Aviation Advisory Commission
- Cable Access Advisory Commission
- Center City Authority
- Downtown Development Authority
- Library Board
- Parks & Recreation Commission
- Planning Commission
- West Main Street Historic District Commission
- Zoning Board of Appeals

#### On-Demand Video Services

All live streamed City meetings are also recorded and archived for future on-demand viewing. Links to many past City meetings from 2005 to the present can be found on the On-demand video page on the City website.

#### Meeting Minutes

Minutes of all public meetings are maintained by city staff and are made available to the public online after each meeting. Minutes may also be obtained by contacting City Hall.